Inver Hills Scholarship Application Tip Sheet

1. **Read through the entire application.** This will answer most of your questions, and provide a complete overview of application requirements.

2. **Make a note of all attachments that are requested.** These include transcripts, recommendation letters, essay questions, etc.

3. **Letters of Recommendation:** Recommendations can lend credibility to your application. Request them as soon as possible. Ask former and current instructors or employers, clergy members or other credible sources that know you. Prepare a typed outline of information about yourself that will help them to write a good letter on your behalf, which includes your educational and career goals, academic success, honors/awards/achievements, volunteerism, hobbies and interests, and possibly other relevant personal information. Request either a scholarship recommendation letter, or a general letter of recommendation that can be used more broadly. Start a file of these letters that can be used for future applications. ALWAYS ask for the letter at least two weeks in advance of the date needed, and send a thank-you note for the recommendation. You may also want to follow up and let them know the outcome of your application, especially if you are awarded a scholarship.

4. **Narrative:** There are five questions that should be answered in a maximum of 300 words each. Each response will usually fit on one sheet or less. To make it easy for the evaluation committee to review, I suggest you number your answers according to the questions. I also recommend you have at least two others review your essay answers; the Writing Center is staffed with people who can provide excellent feedback services at no cost.

5. **Volunteerism or community service, and honors, recognition and achievements:** Type up a sheet with all your information and submit it as an attachment. Remember to include a title and your name at the top. Include things like honor roll, awards, participation in clubs and organizations, and any other achievements. For volunteerism and community service, list names of organizations, jobs/tasks and dates. Include information that is recent, within the past two years.

6. **Be sure you have filled out the FAFSA application for the current school year.** You must have this form filled out in order to be considered for an Inver Hills scholarship. You do not have to be eligible for these funds but you must apply.